

**LOUISIANA VITAL RECORDS REGISTRY
OFFICE OF PUBLIC HEALTH
DEPARTMENT OF HEALTH AND HOSPITALS**

**INSTRUCTIONS FOR ORDERING CERTIFIED COPIES OF BIRTH
AND DEATH CERTIFICATES**

The Louisiana Vital Records Registry is the repository for all Louisiana Birth Certificates less than **101 years old** and all Louisiana Death Certificates less than **51 years old**. If the birth occurred in Louisiana more than 100 years ago or the death occurred more than 50 years ago, you must submit your order to the Office of the Secretary of State. If the birth or death occurred in another state, please contact the Vital Records office in that state for instructions.

In accordance with Louisiana Statutes, birth and death records on file in this office can be disclosed only as follows:

To the registrant, a member of the immediate or surviving family of said person, or a person named in a court proceeding as a member of the immediate or surviving family of said person, or the beneficiary of an insurance policy or trust.

The credentials of an attorney together with a written declaration of the record in which he is interested, and that he is a legal representative of one of the above named parties shall constitute sufficient proof of a direct interest in the matter recorded.

Federal, state and local bodies of government when conducting an official law enforcement investigation, as deemed appropriate by the state registrar.

To place an order for a Birth or Death Certificate, complete the APPLICATION FOR CERTIFIED COPY OF BIRTH/DEATH CERTIFICATE and mail it to the Vital Records Registry, P.O. Box 60630, New Orleans, LA 70160.

Please note that a search cannot be performed unless you provide all of the information requested on the application, sign in the space allocated for "Signature of Applicant" and include a copy of your state picture I.D. and correct required fees.

The statutory fee for each short-form birth certification card is \$9. The fee for each long-form birth certificate is \$15. The fee for a certified copy of a Death Certificate is \$7. PLUS \$.50 per transaction for each mail or VitalChek order. (Complete the fee portions on the Application for Certified Copy of Birth/Death Certificate and submit the total fees due.)

Fees must be remitted by personal check or money order for the exact amount of the fees at the time the order is placed. No credit cards are accepted. If the record is not on file, one fee is retained to cover the expense of the search.

If you wish to order a document online, by fax or telephone, or if you have an urgent need for a document, you may click here: <http://www.vitalchek.com/> or you may call VitalChek at 1 (877) 605-8562. Pay VitalChek by credit card only.

➤ If you would like to order a copy of a birth over 100 years old or death record over 50 years old, contact the Office of the Secretary of State at the following address:

Louisiana State Archives
P O Box 94125
Baton Rouge La 70804-9125
Tel. No. (225) 922-1206
www.sec.state.la.us/archives/archives-library.htm

If your record was not filed in Louisiana, you will need to contact the state in which the record was filed. For information on vital records from other states, a list of state Vital Records Registry Offices can be found on the National CDC web site at www.cdc.gov/nchs/howto/w2w/w2welcom.htm.

Access to Louisiana Birth/Death Information

Birth Certificates:

Registrant.

Mother/ father: If listed on certificate. (If the child has been adopted, the mother/father listed on the certificate is the only one entitled to the certificate.)

Biological or legally adopted son or daughter. (Use son/daughter's birth record, adoption decree.)

Current legal spouse.

Grandparents: Maternal grandparents are entitled. Paternal grandparents entitled only if father is listed on certificate.

Legal Guardian: Must have judgment of custody. Custody by mandate or Provisional custody from a notary not accepted. Transfer of custody witnessed by a notary is not accepted.

Other Relative/Non Relative with Authorization: Must have a letter of authorization and a copy of applicant's state identification card or driver's license. Letter must state the registrant's name, registrant's birthday and the name of the person authorized to pick up the birth certificate.

Death Certificates:

Immediate Family Members: Mother, father, current legal spouse, biological or legally adopted sons and daughters, legal grandmother, grandfather, grandchildren, surviving family members with documentation showing that.

Funeral Director: The funeral director handling the funeral may request certificates acting at the request of the immediate or surviving family (definition above) up to one year after the date of death.

Beneficiaries: Must have a copy of the insurance policy showing applicant's name listed as beneficiary.

Creditors: Must have proof of credit life insurance with deceased signature.

Louisiana Office of Student Financial Assistance: Must submit application with LOFA form signed by deceased.

Officers of the Court - Birth/Death Certificates

District attorney, U.S. attorney, attorney general; Request must be submitted on official letterhead and signed by the official.

Federal, state and local bodies of government when requested in the conduct of official law enforcement and criminal investigation, as deemed appropriate by the state registrar; Request must be submitted on official letterhead with explanation of the circumstances which require the document and signed by the official.

Court Orders: Birth and death records will be issued by the VR Central Office upon receipt of an order of the court for judicial purposes only.

Attorney for births: Must be representing the registrant at present. Attorney Bar number is needed on application.

Attorney representing deceased's surviving family, beneficiaries, or estate request for death certificate: Must show proof of succession or case being handled concerning the deceased, and document that the attorney is representing one of the parties entitled to receive the document. .Attorney Bar number is needed on application.

All Attorney's Paralegal / Court Runners: Must have a letter from attorney representing registrant on attorney's original letterhead stating the case docket number, attorney's bar number, and the name of the person whom the document is to be released to.

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IDENTIFICATION REQUIREMENTS

Persons who apply for a certified copy of a **BIRTH** or **DEATH** certificate or seek to alter or amend a vital record at a Vital Records Registry customer service office must produce identification in the form of one primary document or two secondary documents. (Note: Marriage certificates are not confidential records. Orleans Parish Marriage certificates may be purchased without identification.)

A. Primary Documents

- A state issued Driver's License that includes a photograph which clearly identifies the applicant as the same.
- A state issued picture identification that includes a photograph which clearly identifies the applicant as the same.
- A current U.S. military identification card that includes a photograph which clearly identifies the applicant as the same.
- A U.S. Passport with current photograph which clearly identifies the applicant as the same.
- For students High School or below, a current school yearbook or a current school identification document with a photograph that clearly identifies the applicant as the same.

B. Secondary Documents

- A student picture I.D. card from a Louisiana college or university when accompanied by a 100% fee paid receipt for the current semester. (COUNTS AS TWO DOCUMENTS).
- A W-2 form issued within the last two years plus an original signed Social Security Card. The Social Security numbers must match. (COUNTS AS TWO DOCUMENTS).
- Original adoption papers.
- Official certified deeds or title to property in Louisiana.
- Louisiana certificate of vehicle title.
- Insurance policy (Health, Home, Life, Auto).
- A payroll stub. The stub must show the name and social security number of applicant. (Cannot be handwritten stubs).
- A current U.S. military dependent identification card that includes a photograph which clearly identifies the applicant as the same.
- Original DD-214 Military Discharge document which clearly identifies the bearer as the same.

****IMPORTANT: IN CASES WHERE APPLICANTS PROVIDE OR ATTEST TO FALSE INFORMATION, THE INDIVIDUAL WHO SIGNS THE APPLICATION IS THE INDIVIDUAL PROSECUTED.**

DEPARTMENT OF HEALTH AND HOSPITALS
OFFICE OF PUBLIC HEALTH
VITAL RECORDS REGISTRY

APPLICATION FOR CERTIFIED COPY OF BIRTH/DEATH CERTIFICATE

PHS 520A

Rev. (12/03)

FOR MAIL SERVICE: **SUBMIT COMPLETED APPLICATION, COPY OF STATE ISSUED PHOTO ID and CHECK OR MONEY ORDER**
TO: RECORDS REGISTRY, P.O. BOX 60630, NEW ORLEANS, LA 70160. **PLEASE DO NOT SEND CASH.**
IF NO RECORD IS FOUND, YOU WILL BE NOTIFIED AND FEES WILL BE RETAINED FOR THE SEARCH.

<input type="checkbox"/> Short-Form Birth Certification Card	# Copies Requested: _____	at \$ 9.00 each = _____
<input type="checkbox"/> Long-Form Birth Certificate	# Copies Requested: _____	at \$15.00 each = _____
<input type="checkbox"/> Death Certificate	# Copies Requested: _____	at \$ 7.00 each = _____

* See note below

NAME AT BIRTH/DEATH (FIRST, MIDDLE, LAST) _____

DATE OF BIRTH/DEATH _____ SEX _____

CITY OF BIRTH/DEATH _____ PARISH OF BIRTH/DEATH _____

FATHER'S NAME (FOR BIRTH RECORDS ONLY) _____

MOTHER'S MAIDEN NAME - BEFORE MARRIAGE _____

HOW ARE YOU RELATED TO THE PERSON WHOSE RECORD YOU ARE REQUESTING? _____

PRINT YOUR ADDRESS:

Name _____
Street or _____
Route No. _____
City and _____
State _____
Zip Code _____
Home _____ Office _____
Phone No. _____ Phone No. _____

Total from above: _____

Add .50 state charge per
transaction for mail or
VitalChek orders: _____

Total Fees Due: _____

I AM AWARE THAT ANY PERSON WHO WILLFULLY AND KNOWINGLY MAKES ANY FALSE STATEMENT IN
AN APPLICATION FOR A CERTIFIED COPY OF A VITAL RECORD IS SUBJECT UPON CONVICTION TO A
FINE OF NOT MORE THAN \$10,000 OR IMPRISONMENT OF NOT MORE THAN FIVE YEARS, OR BOTH.

Signature of Applicant: _____

*PLEASE NOTE Birth records **over 100 years** old and Death records **over 50 years** old are obtained by writing the Louisiana State
Archives, P.O. Box 94125, Baton Rouge, LA 70804-9125. Please make check PAYABLE TO: Secretary of State.

CERTIFICATE TO BE MAILED TO:

Name _____
Street or _____
Route No. _____
City and _____
State _____
Zip Code _____

SEARCH METHOD	EMPLOYEE	DATE
TRANSMITTAL:	_____	_____
COMPUTER:	_____	_____
MICROFILM:	_____	_____
BOOK INDICES:	_____	_____
CHARITY CARDS:	_____	_____
DELAY CARDS:	_____	_____
HAND SEARCHED:	_____	_____
OTHER (INDICATE):	_____	_____
CERTIFICATE #:	_____	_____

